FISCAL YEAR 2008 CIG APPLICATION PACKAGE CHECKLIST

APPLICATIONS MISSING ANY OF THESE REQUIRED ITEMS WILL NOT BE CONSIDERED

- 1. Application Cover Sheet: Complete Standard Form 424 (SF-424).
- 2. Summary Sheet: (2 page maximum; template available)
 - a. Project Title
 - b. Project Director name and contact information (including e-mail)
 - c. Names and affiliations of project collaborators
 - d. Project Purpose
 - e. Project Deliverables/ Products
 - f. Project Scope/Area
 - g. Project Start and End Dates (Projects should plan to begin no earlier than August 1, 2008
 - h. CIG Category (Natural Resource Concerns or Technology)
 - i. Proposal Review Category (Water Resources; Soil Resources; Atmospheric Resources; and Grazing Land and Forest Health; Market-Based Approaches; Wildlife Habitat; Improved on-farm energy efficiency)
 - j. Certifications EQIP Eligibility and Request for Federal Funds
 - k. Brief summary of project
 - **3. Project Description (**10 pages maximum, double spaced, 12 point font)
 - a. Project background;
 - b. Project objectives;
 - c. Project methods;
 - d. Location and size of project area (include a map if possible)
 - e. Producer participation;
 - f. Project action plan and timeline
 - g. Project management;
 - h. Benefits or results expected and transferability
 - i. Project evaluation; and
 - j. Environmental impacts
 - 4. Information: Submit a completed SF-424a and a detailed budget narrative.
 - 5. Declaration of Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe (Special Provisions): If applicable, include a statement declaring your status as a Beginning Farmer or Rancher or Limited Resource Farmer or Rancher or Indian Tribe or Community-based Organization representing these entities.
 - **6. Declaration of EQIP Eligibility**: Include a statement indicating that the proposed project will involve EQIP-eligible producers.
 - 7. **Certifications**: Complete Standard Form 424b (SF-424b)
 - **8. DUNS Number**: For information about how to obtain a DUNS number go to http://www.grants.gov/RequestaDUNS or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete
 - 9. Required CCR Registration: Visit www.ccr.gov to register